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1. ITEMS REQUIRING IMPOUNDING

- A. Employees will be responsible for the disposition of any item coming into their possession during the course of their shift.
- B. All items will be impounded prior to the end of shift, with the following exception:
 - When authorized by a supervisor
 - * Employees will provide their supervisor with a verbal or written descriptive inventory of the items.
 - * The items will be kept in a secure location until formally impounded.
 - * The bureau commander must approve secure locations that are used solely for the purpose of temporary storage.
 - * Items to be impounded will be kept on Department property.
- C. Impounding of cash, jewelry, items of value, drugs, and drug paraphernalia will not be delayed.
- D. In any criminal investigation where ownership of evidence is disputed and cannot be determined through proof of ownership, officers will seize and impound the item/s.

EXAMPLE: Victim and suspect both claim money, television set, etc.

- E. Documentation - An Incident Report (IR)/Field Interview (FI) will be completed and all items to be impounded (physical custodial control by the Department) will be listed in the **Evidence** section (refer to the Field Based Reporting (FBR) User Manual for additional information).
- (1) Ensure a barcode number is generated for each “Category” of evidence. A “Category” is one of the following:

Entered as a Single Item	Should Be Entered as a Single Item	Multiple Items May Be Entered
• Bicycle • Blood tube for alcohol/drugs* • CODIS (Combined DNA Index System) confirmation standard* • Firearm • Item • Latents for priors for Chrg (charge)/Sent • Standard from deceased individual* • Standard from suspect/IL (investigative lead)* • Standard from victim/witness • Toxic vapors for toxicology* • Urine for alcohol/drugs* • Vehicle • Victim Sex Crime Evidence Kit*	• Drugs*	• Container • Currency • Latents* • Photos
* Automatically generates a request for laboratory analysis when the <i>Evidence</i> “Action” is selected		

- (2) After selecting a “Category”, an “Action” will be selected:

(a) Evid No Auto Lab Requests at this Time	Items in a specific “Category” not requiring an analysis at the time of impounding
(b) Evidence	Items that can be used to prove or disprove the commission of a crime
(c) Found	Items not defined as <i>Evidence</i> that are from an unknown owner
(d) OOP Hold	Firearms being transferred to the Department due to an Order of Protection in accordance with Arizona Revised Statue (ARS) 13-3602(G)(4)

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1. E. (2) After selecting a “Category”, an “Action” will be selected: (Continued)

(e) Prisoner Property	Personal property of an arrested person not defined as <i>Evidence</i> that cannot be released to another person or held by the jail at the time of arrest In accordance with ARS 12-944, a Property Notification Card Form 80-116D will be completed, listed as an Inmate Property item in the FBR Booking, and placed in the prisoner’s property bag.
(f) Safekeeping	Items not defined as <i>Evidence</i> or <i>Prisoner Property</i> that are to be temporarily held pending its return to the rightful known owner Items will not be impounded as safekeeping for the convenience of an individual who is going on vacation or wants valuables to be kept secure.
NOTE: Any <u>perishable</u> item not containing possible biological evidence or a suspected controlled substance will NOT be impounded/listed in the Evidence section (the perishable item and the disposition of the item should be listed in the Narrative section of the IR).	

- F. Prior to impounding any items, employees will carefully “Preview” the PDF (portable document format) draft of the IR/FI to ensure the items are properly listed in the Evidence section.

- Once the employee is sure all the items are listed properly, one PDF copy (even when there are several items for analysis) of the Evidence section will be printed (the draft is acceptable) and included with the impounded item/s.

- G. Modify/Canceling an Impounded Item - Contact a Property Management Unit (PMU) supervisor for further instructions when the IR/FI has been approved and submitted by a reviewing supervisor.

- During PMU’s normal business hours (6 a.m. to 5 p.m.), call the PMU Officer’s Counter.
- After PMU’s normal business hours, email PMUOfficersCounter.PPD@phoenix.gov with the modification/cancellation information and a contact name and phone number.

EXCEPTION: Errors which only affect affidavits generated by controlled substance officers (CSOs) will be corrected with guidance from the Controlled Substance Section of the Laboratory Services Bureau (LSB).

- H. When scientific analysis is required for impounded evidence, such as a latent print comparison or a firearm analysis, a Forensic Form will be completed by the case detective or a crime scene specialist.

- The type of analysis to be performed by LSB will be included in the “Examination Instructions” box.

2. **RESPONSIBILITY FOR EVIDENTIARY ITEMS NOT REQUIRING IMPOUNDING**

- A. Items should be processed (if appropriate) and will be photographed and returned to the owner when practical.

- (1) The below items will not be impounded unless otherwise noted in this order.

- Items where ownership is not disputed or are essential to the operation of a business/taken in a shoplifting (the owner/appropriate store personnel will be advised the items must be readily available for court proceedings)
- Large or bulky items which present a problem in handling or storage
 - * If large/bulky items must be impounded, they will be taken to 100 East Elwood.
- Perishables items (items that are edible or may spoil) not containing possible biological evidence or a suspected controlled substance

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2. B. Documentation - When an IR/FI is to be completed, all items which will **NOT** be impounded (physical custodial control by the Department) will be listed in the **Property** section and the release or disposal of any item will be documented in the Narrative section.

 3. **CRIME SCENE SPECIALISTS** - May be utilized when an investigation requires a unique and targeted training or specialized equipment, such as comparative photography for shoeprints, tire prints, tool-marks, or latent ridge detail.
 - A. Crime scene specialists will be utilized for all homicides, death investigations, and police involved shootings.
 - Crime scene specialists may also be utilized for sexual assaults, aggravated assaults, and child abuse investigations.
 - B. Officers will notify a supervisor, who will determine if the incident meets the above criteria for a crime scene specialist's assistance.
 - (1) Supervisors will make all requests for a crime scene specialist's assistance by calling the main Crime Scene Response Unit (CSRU) phone number at 602-534-8050 or by contacting the Communications Bureau for the CSRU supervisor's cell phone number.

EXCEPTION: For child abuse investigations, officers may request a crime scene specialist's assistance after supervisor notification.

 - (a) The type of incident being investigated, and specific details will be provided to the CSRU supervisor in order to ascertain the type of assistance required, and if crime scene assistance can be provided.

NOTE: CSRU services will not be requested until search and/or arrest warrants have been secured and/or the scene has been rendered "safe".
 - (b) The CSRU supervisor will determine if a response is required or possible and the expected timeline.
 - Crime scene specialists will make every attempt to respond to violent crime scene requests with the following prioritization:
 - * Homicides, police involved shootings, and death investigations
 - * Sexual assaults
 - * Aggravated assaults
 - * Child abuse investigations
 - C. Officers will remain at the crime scene to brief the crime scene specialist, secure the scene, and provide security for the crime scene specialist during the crime scene search, processing, photographing, etc.
 - D. Once on scene, the crime scene specialist will be advised/provided the following:
 - If a suspect is in custody and the suspect information
 - The IR number
 - E. Crime scene specialists will not be requested to take care of property or prisoners while at the scene.
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4. **PACKAGING ITEMS FOR IMPOUND**
 - A. When practical, appropriate sized plastic evidence envelopes/bags will be used to package and impound the majority of items unless otherwise noted.



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4. B. A paper-backed evidence bag, paper bag, or cardboard box will be used to package and impound the items listed below in 4.B.(1) through (3).

- (1) Biological evidence/biohazard material and items containing biological evidence/biohazard material.

- **EXCEPTION:** Fecal matter or items containing liquid biological evidence, such as used condoms, should be packaged in plastic evidence bags.
- **All** packaging must clearly display a BIOHAZARD sticker.

- (2) Any wet/damp/moist item/s which do not contain biological evidence/biohazard material.

- (3) Fresh plant materials believed to be a controlled substance/drug (large plants will be photographed prior to packaging).

NOTE: Refer to [Operations Orders 5.8.01, Biological Evidence Procedures](#) and [5.8.02, Controlled Substance Procedures](#) for more information on the above topics.

- C. A sealed driving under the influence (DUI) blood or urine evidence collection kit/box will be used to package and impound:

- Blood sample/s collected for alcohol and/or drug analysis
- Urine sample/s collected for drug analysis

- (1) The samples will be placed in a properly labeled DUI box/kit and resealed with the provided box seal.

- (2) Do not place blood collection kits in plastic evidence bags.

NOTE: Refer to [Operations Order 5.8.04, Phlebotomy Procedures](#) for more information.

- D. Large or Bulky Items

- (1) Items may be placed in a large container, such as a Liberty/Banker box or other suitable cardboard box, if sealed with clear packaging/evidence tape.

- Multiple items packaged in such containers will be itemized on a string ID Tag Form 80-63 affixed to the outside of the main container or listed on the exterior of the container.

- (2) Items too bulky to be packaged will be identified by affixing a string ID Tag to the item and will have all possible entrances: for example, suitcase zippers, sealed.

- (3) If bulky items are to be processed for latent prints and are too large to be packaged, officers may contact the Evidence Processing Unit (EPU) during normal business hours or CSRU after hours for instructions.

- E. Each "Category" of evidence will be packaged (if applicable) separately.

- F. All packaging will be sealed and all seals will be marked with the initials and serial number of the person/s sealing/submitting the evidence.

- All packaging and ID Tags will also include:

- | | |
|---|--------------------------|
| * Date of impound | * Barcode number |
| * IR/FI number | * Item number (optional) |
| * Officer's/crime scene specialist's name and serial number | |

- G. Items to be impounded which are listed in the same IR/FI should be placed in the same locker if possible unless otherwise outlined in this order.



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4. H. Enter the required information on the handwritten Key Sign Out/Evidence Retrieval Log Form 80-527D.

I. Plastic evidence envelopes/bags, paper-backed evidence bags, DUI blood and urine evidence collection kits/boxes, and small glass vials are available at any precinct/bureau or Police Supply.

5. HANDLING/COLLECTING, PREPARING, DOCUMENTING, AND IMPOUNDING ITEMS

A. General Guidelines

- (1) Items will not be defaced in any manner.
- (2) No identification markings will be placed directly on any item unless needed for analysis purposes: for example, marking revolver cylinders or areas of clothing tested in the field.
- (3) Tape, labels, or other adhesive will not be placed on any visible wood or metal surfaces, firearms, ammunition, documents, credit cards, or driver licenses.
- (4) Breakable items, such as glass vials/jars, and sharp items, such as knives, should be wrapped with/contained in appropriate protective packaging, prior to placing in an appropriate evidence envelope/bag.

B. Ammunition - Refer to [Operations Order 5.8.03, Firearms and Ammunition Procedures](#).

C. Asset Forfeiture Items - Refer to [Operations Order 8.1.00, Asset Forfeiture](#).

D. Bicycles

- (1) Officers/crime scene specialists will complete a string ID Tag and attach it to the bicycle.
- (2) The PDF copy of the IR Evidence section will be printed (the draft is acceptable) and left with the bicycle if the bicycle is stored in a precinct/bureau evidence room, or with the Key Sign Out/Evidence Retrieval Log if stored elsewhere.

E. Biological Evidence - Refer to [Operations Order 5.8.01, Biological Evidence Procedures](#).

F. Controlled Substances/Drugs and Drug Paraphernalia - Refer to [Operations Order 5.8.02, Controlled Substance/Drugs/Paraphernalia Procedures](#).

G. Currency

- (1) All U.S. currency and coin will be impounded separately from all other items and counted in the presence of two (2): officers and/or crime scene specialists.
 - Both employees will sign their initials and serial numbers on the evidence bag after verifying the amount to be impounded.
 - * If the amount is \$5,000 or more, a sworn supervisor will be contacted (see section 6 of this order for impound locations and procedures).
 - * If the amount is \$5,000 or more, a Money Count Worksheet Form 80-133D should be utilized with both employees signing their initials and serial numbers in the applicable boxes.
 - A copy of the form will be placed in the evidence bag with the currency.
- (2) Currency should not be folded, and tape will not be used to hold currency together.
- (3) Employees will use a rubber band when bundling or stacking currency.
- (4) U.S. Currency, foreign currency, and counterfeit bills will not be packaged together.



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5. G. (5) Dry, biologically contaminated currency will be impounded separately from other currency in a paper-backed evidence bag labeled with a BIOHAZARD sticker.
- (6) For wet biologically contaminated currency, follow the procedures as outlined in section [Operations Order 5.8.01, Biological Evidence Procedures](#).
- (7) When completing the Evidence section of the IR/FI, ensure the *Currency* "Category" is selected.
- H. Document Evidence - Refer to TM3, Forgery Investigations.
- I. Driver Licenses and License Plates
 - (1) When enforcement action has been taken and the item/s may be needed for court at a later date, an IR will be completed and the item/s will be impounded as Evidence.
 - (a) This includes:
 - Driver licenses that have been intentionally altered (fictitious), borrowed, stolen, or fraudulently obtained
 - Found or stolen/recovered plates
 - (b) If an Arizona Traffic and Ticket Complaint (ATTC) is issued, ensure the citation number and other relevant facts are included in the Evidence section of the IR.
 - (2) When enforcement action has been taken and the item/s seized will not be needed for court at a later date, or when no enforcement action is taken, the listed procedures will be followed:
 - (a) Driver licenses will be placed in the license plate bin for destruction by PMU personnel.
 - (b) License plates will be cut in half using tin snips, and both halves will be placed in the destruction box provided.
 - This includes:
 - * Fictitious plates, license plates belonging to another, and suspended vehicle registrations for financial responsibility
 - (c) An IR is not required.
- J. Evidence at Department of Public Safety (DPS) Laboratory/Property Room
 - (1) All items to be scientifically analyzed by the DPS Crime Lab must first be impounded at a Department facility.
 - (2) ONLY the case detective may initiate a request for the DPS Crime Lab.
- K. Explosives
 - (1) All explosives (including all IR related fireworks that must be retained as evidence) will be impounded by Bomb Squad personnel only and will be impounded at the Bomb Squad's explosive bunkers. (See [Operations Order 7.36.00, Misc. Patrol Response Procedures](#), for more information on fireworks.)
 - Bomb Squad personnel are available 24/7 and can be contacted through the Communications supervisor.
 - (2) Any samples needed for analysis will be obtained by a member of the Bomb Squad.



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5. L. Firearms - Refer to [Operations Order 5.8.03, Firearms and Ammunition Procedures](#).

M. Flammables

- (1) Only small quantities (less than a teaspoon full) of flammables are needed as evidence.
- (2) After original containers have been processed for evidence (fingerprints, flammable liquids, or vapors), they should be washed with hot soapy water and impounded.
- (3) Flammable samples, such as gasoline soaked wood or carpet, will be properly sealed in unused glass containers with metal lids, such as mason jars, or unused and unlined metal cans, and the lids will be sealed with an evidence label.
 - Ensure each container/can is clearly marked with a description of the item.
- (4) Small quantities of flammable evidence will be impounded at the:
 - PMU Annex, 621 West Washington, between 6 a.m. and 2:30 p.m., Monday through Friday.
 - Flammable storage lockers at the designated precincts, command stations, or PMU flammable storage area, before or after the above listed hours.

NOTE: Flammable samples/substances **will not** be impounded at the Evidence Drying Facility.

- (5) Larger quantities of flammable substances **must** be impounded in the designated flammable storage area located in the northwest corner of the vehicle drop zone at PMU, 100 East Elwood, and the appropriate paperwork will be left in the mailbox adjacent to the guard shack in the vehicle drop zone.
 - Items containing fluids, such as battery acid or oil, will be placed in lockers so as not to spill or cause damage.

N. Jewelry

- Employees will impound jewelry, including costume, fine jewelry, and watches, in accordance with sections 1 and 4 of this order.

O. Lab Analysis - Due to the large amount of evidence submitted to LSB for analysis, cases must be prioritized.

- (1) Refer to the LSB Case Evidence Acceptance Policy on PolicePoint for more information and prioritization guidelines.
- (2) Items requiring lab analysis may be impounded at any precinct/command station's property room or in the PMU Annex at 621 West Washington.

EXCEPTION: Controlled substances/drugs impounded as evidence in arrest situations and latent fingerprints impounded to prove prior convictions for sentencing enhancement **must** be impounded at the PMU Annex (a Prior Submission form must be attached to the latent print packaging).

ITEM	TYPE OF ANALYSIS PERFORMED BY LSB
(a) Blood	• Examine for presence • Determine if human • Develop DNA profile, compare with known specimens, and enter into CODIS when appropriate • Determine the type and quantity of controlled substances/drugs • Determine the presence of toxic vapors



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5. O. (2) Lab Analysis (continued)

ITEM	TYPE OF ANALYSIS PERFORMED BY LSB
(b) Drugs	Determine the identity and legal classification of suspected drugs
(c) Firearms Projectiles Cartridge Casings	- Determine whether a firearm fired a particular cartridge or projectile - Determine type/s of firearm/s used from a recovered bullet or fired cartridge - Restore obliterated serial numbers
(d) Footwear/Tire Tracks	Compare known shoes/tires to impressions from scene, documented by comparative photographs taken by CSRU personnel
(e) Gunshot Residue (GSR)	Examine stub samples for particles characteristic of gunshot residue from cartridge primers
(f) Hair	- Examine for the presence of and determine if animal or human - Determine forensically useful characteristics - If root is present, possibly develop a DNA profile and enter into CODIS when appropriate - If a comparison with known specimens is required, items must be submitted by the case detective to the DPS Crime Lab for analysis.
(g) Latent Fingerprints	- Examine for presence of friction ridge detail - Compare with known subjects and enter into the Automated Fingerprint Identification System (AFIS) when appropriate
(h) Paint/Fibers/ Glass	Examine for the presence of paint/fibers/glass transfers and comparison with a known specimen
(i) Semen	- Examine for presence - Develop DNA profile, compare with known specimens, and enter into CODIS when appropriate
(j) Tools/Tool Marks	- Characterize adhering substances on tools and compare with known samples - Compare and identify responsible tools with marks
(k) Volatile Liquids	- Examine debris from a suspicious fire to determine the presence of accelerants such as gasoline, kerosene, or other ignitable liquid - Determine the presence of ignitable liquid in liquid samples
NOTE: Materials and substances should be collected from known sources, when possible, for submission to the laboratory for comparison with the collected evidence.	

(3) Contact LSB to inquire about analyzing items not included in the above table.

P. Latent Prints

(1) Latent prints are extremely valuable as physical evidence; therefore, officers and crime scene personnel will make every effort to obtain them at crime scenes.

- The IR or Incident Supplement will indicate when prints are not obtained after processing the scene.
- If the scene was not processed, the reason will be noted.

(2) The Latent Print Card Form 80-77D (3 X 5) and/or Large Latent Print Card Form 80-77.1D (4 X 6) will be utilized as follows:

NOTE: For situations where the lifting surface has multiple fingerprints and/or palm prints that do not fit on the 3 X 5 Latent Print Card, use the 4 X 6 Large Latent Print Card.

(a) Only one lift, which can obtain multiple impressions, will be placed on a card.

- Latent prints that are next to each other need not be lifted separately but can be lifted with one piece of tape and placed on one card.

(b) If the collector's fingerprints are inadvertently left on the tape, place an "X" over the top of the prints using an ink pen.



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5. P. (2) (c) Officers will ensure **All** boxes, except for the "I.D. Use Only" box, are correctly filled in.
- (d) In the Location Print Lifted From area, include both a sketch and a clearly written description of the item/object processed to include where the print was obtained ensuring whether the print was lifted from the inside or outside surface of the item/object is noted: for example, driver side rear door exterior window.
- NOTE:** Place an "X" on the sketch to identify the exact point and orientation on the item/object from where the print was lifted.
- (e) Officers will not write on or deface the glossy (back) side of the Latent Print cards except with directional arrows.
- Draw an up arrow on vertical surfaces or a directional arrow on horizontal surfaces (ensure the arrow does not obscure any prints)
- (f) Multiple Latent Print cards from the same crime scene should be packaged in the same evidence envelope/bag.
- When preparing the latent print cards for impounding, trim any overhanging tape that does not fit on the card.
- Q. MedReturn Box Items - Impound in accordance with sections 4 of this order, or [Operations Order 5.8.02, Controlled Substances/Drugs/Paraphernalia Procedures](#) if applicable.
- See [Operations Order 7.2.00, Community Based Policing](#), for additional information.
- R. Phlebotomy Procedures Refer to [Operations Order 5.8.04, Phlebotomy Procedures](#).
- S. Photographs and Audio/Video Recordings - Refer to [Operations Order 5.8.05, Photographs and Audio/Video Procedures](#).
- V. Vehicles
- (1) Only vehicles impounded as Evidence, such as vehicles subject to seizure for forfeiture or involved in a fatal collision, will be placed in the Police Impound Lot located at 100 East Elwood.
- (a) Impounded vehicles will be parked at the drop zone on the west side of the PMU building.
- The driveway entrance is located off Elwood.
 - The code number to the gate is available from the Communications Bureau supervisor.
- NOTE:** If vehicles are too large for the 100 East Elwood Police Impound Lot, contact a PMU supervisor for further instructions.
- (b) All vehicles brought to 100 East Elwood by any towing company must be accompanied by a detective or uniformed officer.
- All employees and tow truck drivers will sign the logbook located in the guard shack.
- (2) An IR will be completed for all vehicles impounded at the Police Impound lot.
- (3) The PDF copy of the IR Evidence section will be printed (the draft is acceptable) and placed in the mailbox adjacent to the guard shack in the drop zone prior to the end of shift.

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5. V. (4) A string ID Tag will be tied to the vehicle steering wheel and will list:

- IR number
- Date
- Location where the vehicle was removed from
- Offense type
- Officer's name and serial number

(a) If the vehicle is a motorcycle, the tag will be tied to the handlebars.

(b) If the item is a go-cart, rototiller, or similar gasoline-powered item, the tag will be tied to an exposed, readily visible part of the chassis.

(5) Officers will ensure all property found in vehicles, regardless of its value, will be impounded separately from the vehicle for evidence, safekeeping, or as prisoner's property (see TM6, Stolen Vehicle Investigations).

(6) Officers will not list vehicles stored at non-police/private impound storage locations or vehicles released to the registered owner, in the Evidence section of the IR.

W. Wet/Damp/Moist Items - Must be dried prior to impounding for long-term storage. See [Operations Order 5.8.07, Section 1.D.\(2\)](#).

- For wet/damp/moist items containing biological evidence, follow the procedures as outlined in [Operations order 5.8.01, Biological Evidence Procedures](#).

X. Telephones, Tablets and other Handheld Mobile Devices

(1) Devices that will not require immediate forensic analysis, are not powered on, or do not need to be forensically examined will be packaged, labeled and impounded as outlined in section 5.A of this order.

(a) If the device is powered off or turns off during the evidence collection process of an investigation, do **NOT** charge it and turn it back on – leave the device powered off.

(b) If it is anticipated an item will need forensic analysis at a later date, follow the guidelines as outlined below, however; these items do not need to be impounded at the "620 basement" location.

(2) For handheld mobile devices (cellphones) that are powered on and require immediate forensic analysis, impound as follows:

(a) Do **NOT** turn the device off, but if possible, place the device in airplane mode and/or remove the sim card.

(b) Devices will be packaged and labeled as outlined in section 5.A of this order.

(c) Items requiring forensic analysis will be placed in a separate evidence bag from those that do not require analysis.



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5. X. (2) (d) Each item requiring forensic analysis MUST be accompanied by a Digital Forensic Analysis Request.

- Refer to the VCB DFIU page on PolicePoint for more information and guidelines regarding the Digital Forensic Analysis Request.
- Without a completed request, the device will not be processed
- If a search warrant is required to examine the data on a device, this will be completed prior to the DFIU request and the search warrant will be attached to the DFIU analysis request.
- If the device is being examined upon consent, a copy of the signed consent form will accompany the DFIU analysis request.

- (e) Each evidence bag will be clearly labeled with the evidence barcode number.

NOTE: If the device is contaminated with bodily fluids or other biohazard material, the device will be packaged, labeled and impounded as outlined in [Operations Order 5.8.01, Biological Evidence Procedures](#). Items should be free of any biological contaminants prior to impound for digital forensic analysis. The case agent will be contacted and asked about the need for crime lab analysis (DNA, prints, etc.) prior to cleaning a device. Once the device is cleaned it will still be labeled with a BIOHAZARD sticker.

6. **IMPOUND LOCATIONS** - Refer to [Operations Order 5.8.07, Impound Locations](#).

7. **PROCEDURES FOR DOCUMENTING IMPOUNDED ITEMS WHEN THE FIELD BASED REPORTING (FBR) SYSTEM IS OFFLINE**

- A. An FBR IR/FI will be initiated following normal procedures, however in lieu of obtaining a computer generated barcode number, follow the below formula to create a unique identifying number for each "Category" of evidence (refer to the Field Based Reporting User Manual for complete procedures when the FBR system is offline).

- Five digit serial number, followed by the last eight numbers of the incident number, followed by a "dash", followed by the package number.

EXAMPLE: 07164 or A1243 (five digit serial number), 12345678 (last eight of the incident number), - , 1

- This number must be entered in the "Description" box prior to the actual description of the item.

EXAMPLE:

"Category"	"Action"	"Description"
Item	Found	0716412345678-1: Black backpack found in northwest corner of the Walmart parking lot
Item	Found	0716412345678-2: Black wallet found in black backpack found in Walmart parking lot
NOTE: If an Incident Supplement is completed by the same officer/employee to impound additional items when the FBR system is offline, ensure the unique identifying number is the next in the series of numbers for the additional items/s (0716412345678-3, 0716412345678-4, etc.)		

- B. Prior to impounding items, "Preview" the PDF draft of the IR/FI ensuring the items and package numbers are properly listed in the Evidence section.

- Once the employee is sure all the items and packages are listed and numbered properly, one PDF draft copy of the Evidence section will be printed and included with the impounded item/s.

- C. Enter the required information on the handwritten Key Sign Out/Evidence Retrieval Log form.

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